

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN CONSULATE GENERAL, FRANKFURT/MAIN

SUBJECT:
VACANCY ANNOUNCEMENT NO. 45-06

DATE:
May 17, 2006

POSITION TITLE : Program Analyst (Bilingual – Russian) (LM61418-MMD)

LOCATION : American Consulate General Frankfurt, Internal Revenue Service

OPEN TO : Eligible Family Members, Ordinarily Resident and Not Ordinarily Resident U.S. Citizen only!

SALARY : Position Grade: GS-11 – US\$ 46,189 p.a. (40 hrs.) / US\$ 23,095 p.a. (20 hrs.) (*)
The grade level will depend on the applicant's qualifications and prior experience.

(*) Full Performance Level: The successful candidate may be hired at a training level, i.e. pay grade below the full performance level, if management decides that the incumbent should be trained to apply his/her knowledge, skills and abilities towards the IRS specific procedures, programs and policies.

SCHEDULE : This position is full-time - 40 hrs. /week or part-time - 20 hrs. /week

OPENING DATE : May 17, 2006

CLOSING DATE : Open Continuous

SECURITY REQUIREMENT : Fingerprints will be required as part of the pre-employment process. Meeting this is a condition of employment. Selectee will undergo appropriate tax checks prior to employment. Prior to employment, selectee must be cleared by consulate security check.

NOTE:

Non-German/Non-EU and American citizens, who are not/not Appointment Eligible Family Members, Eligible Family Members or U.S. citizen Members of Household (MOHs) officially recognized by the MFA, must possess a valid German residence and work permit in compliance with host government laws and regulations prior to application. **Copies of the permits must be sent with the application. The Consulate cannot sponsor applicants for either permit, except for U.S. citizen MOHs.** Local Hire Staff (LES) having served less than 12 months in their current position are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

All applicants are instructed to address all required qualifications detailed below with specific examples and comprehensive supporting information. Only applications which address the required qualifications are to be considered eligible. Applicants **must** submit a complete application through regular mail for each position s/he is applying for. No fax application can be accepted.

Application Procedure: Interested candidates must submit either an "Application for U.S. Federal Employment" OF-612, or a current resume or curriculum vitae and Form OF-306. The typewritten "Application for U.S. Federal Employment" or the resume must include a letter of introduction and documentation (e.g. essays, certificates, awards, copies of degrees earned) that address the requirements of the position listed above. **Application language is English - please do not include any documents in German.**

This is an IRS controlled vacancy, therefore, the hiring process for this position will follow IRS mandated regulations and procedures. This is a **Civil Service** position and benefits include eligibility for Federal Employee Health Benefits, Government Group Life Insurance, sick and annual leave and paid holidays. **Moving or Housing expenses are not authorized.**

BASIC FUNCTION OF POSITION:

Incumbent serves as an analyst, evaluator and advisor to management on the effectiveness and efficiency of assigned program operations, and is responsible for performing research and a variety of analytical, technical, advisory, and administrative duties and functions related to the office. The incumbent participates and assists management in assigned phases of planning, formulating, and executing various programs, i.e. the Exchange of Information (EOI) program. The incumbent performs basic reviews of the Exchange of Information (EOI) cases, defining and obtaining requested information, makes necessary contacts to identify key persons with whom the Attaché should meet, and accompanies the Attaché to the meetings, and performs any required follow ups and/or reports to be sent to the IRS office; maintains inventory controls, historical case files, and administrative reports. The incumbent maintains liaison contacts with personnel of foreign government offices to obtain needed information not available through public information sources, or to identify key persons with whom the Attaché should meet to obtain necessary information. The incumbent also performs other duties as assigned.

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QUALIFICATIONS REQUIRED:

Applicants must demonstrate possession of one year of specialized experience equivalent to at least the next lower grade level, or education as described below. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position, and that is typically in or related to the work of this position.

- **EXPERIENCE:** For **GS-11**: At least 1 year of specialized experience equivalent to a GS-09 level position in the Federal Government. Specialized Experience may include the following and this list is not all inclusive: Participating and assisting management in assigned phases of planning, formulating, and executing various programs; maintaining liaison contacts with personnel of foreign government offices; maintaining liaison contacts with U.S. embassy officials; and providing input on the effectiveness of program activities.
- OR
- **EDUCATION:** Ph.D. or equivalent doctoral degree or 3 years or progressively higher level graduate education leading to such a degree or LL.M., if related is required.
- **LANGUAGE:** Level IV (fluent) English and Russian language skills are required (speak/write and read).
- **KNOWLEDGE, SKILLS, ABILITIES:** Applicants must address the following knowledge, skills, and abilities shown below on a separate sheet of paper.
 - Knowledge of and skill in investigative techniques are required.
 - Knowledge of and skill in computer applications and electronic media research are required.
 - Ability to gather, organize, and analyze facts, draw logical and practical conclusions are required.
 - Knowledge of and skill in understanding business and accounting practices of countries within our jurisdiction, such as Russia, Ukraine, the Baltic states, Poland, Czech, Hungary, etc are required.
 - Knowledge of and understanding of governmental structures of countries within our jurisdiction are required.

Selection Criteria: When equally qualified, Appointment Eligible Family Members (AEFM's) and U.S. Veterans will be given first preference. Therefore, it is essential that candidates address the required qualifications in their application. Proof of U.S. veteran's preference (copy of Form DD-214) must be submitted with the application. The Consulate will consider issues such as conflict of interest, nepotism, budget, residency status and whether applicant has work permit, in determining successful candidacy.

Submit Applications To:

Internal Revenue Service
American Consulate General
Gießener Straße 30
60435 Frankfurt am Main

<http://frankfurt.usconsulate.de>

Definitions:

1. **Appointment Eligible Family Members (AEFMs):** is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets **all** of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
 - Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
 - And does **NOT** receive a U.S. government annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **Eligible Family Members (EFMs):** Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will reside at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).
4. **Ordinarily Resident (OR):** A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. *OR applicants must be residing in country to be eligible for consideration.*
5. **Not-Ordinarily Resident (NOR):** A non-host country citizen (U.S. citizen or foreign national) who, although temporarily legally resident in the host country, is not permanently resident. AEFMs, EFMs and MOHs of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law. *AEFMs/EFMs need not be in country in order to be considered for employment.*

CLOSING DATE FOR THIS POSITION: Open Continuous

The US Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: MGT/HR: FBachmann

Cleared: MGT/HR: CAschowitz
IRS: SWStanley

Approved: MGT: BCBryson

Distribution: All Local Personnel, American Embassy Berlin, AmConGen Düsseldorf, Hamburg, Leipzig, München

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